

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)
Department of Agriculture

2 Major Subdivision
Departmental Administration

3 Minor Subdivision
Office of Security Services

4 Name of Person with whom to confer
Diana Avery

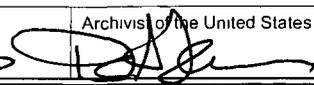
5 Telephone (include area code)
202-720-1308

Job Number
NI-016-09-5

Date Received
9/29/09

Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **29 Sept 10** Archivist of the United States 

6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative:  Title: **Senior Departmental Records Officer** Date (mm/dd/yyyy): **9/23/09**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	Departmental Administration Record Group 16 Computer Emergency Notification System (CENS) SEE ATTACHED		

AGENCY: U.S. Department of Agriculture (USDA)

OFFICE: Departmental Administration, Office of Security Service

NAME OF SYSTEM: Computer Emergency Notification System (CENS)

DESCRIPTION: CENS is a tool for the management of the U.S. Department of Agriculture computer emergency notification information and records. CENS utilizes the internet/intranet to notify personnel of emergency, building related alerts and messages in a designated environment.

Input

Data entered into the system by the USDA Networking (NT) account user, paper and electronic inputs consisting of cross-platform system for sending, receiving and managing notification to on-site staff during emergency situations.

Item 1: Hardecopy.

~~Disposition: TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes. GRS 20, item 2(a)(4)~~

Item 2: Electronic copy.

~~Disposition: TEMPORARY. Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later. GRS 20, item 2(c)~~

Item 3: Master File.

Data input includes USDA NT account user, location, message type and alert status.

Disposition: **TEMPORARY.** Cut off at the end of the calendar year. Destroy/delete 6 years after cutoff date or when no longer needed for administrative, legal, or audit purposes.

Item 4: Output

~~This system provides USDA employees, contractors, with workstation full screen message, CENS sound siren, and audible sound/beep on any desktop computer. The sender will receive a notification the message was sent successfully to each server.~~

~~Disposition: TEMPORARY. Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. GRS 20, item 6~~

Item 5: System Documentation

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.~~

~~Disposition. **TEMPORARY.** Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. **GRS 20, item 11(a)(1)**~~